

CITY OF MANCHESTER

HUMAN RESOURCES DEPARTMENT

ONE CITY HALL PLAZA

MANCHESTER, NH 03101

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HUMANRESOURCES@MANCHESTERNH.GOV



CUSTOMER SERVICE REPRESENTATIVE II

(Announcement Number R-71-15)

Grade 12

Starting Pay: \$14.63 per hour plus comprehensive benefits package

THE JOB:

Performs a variety of clerical, general office duties and information dissemination services for employees and visitors within the Police – OVB department. Employee will perform directly related work as required.

MINIMUM

QUALIFICATIONS:

Graduation from High School or possession of a GED **and** some experience in general office operations **or** any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

NOTE: Offer of hire conditional on candidate's ability to perform essential job functions, with or without accommodation, as determined by passing a medical exam, including alcohol and drug tests, and a thorough background check. Manchester Police Department does allow tattoos; however, no inappropriate or offensive tattoos are permitted and at no point are tattoos allowed on the hands, face, neck or head. Inappropriate tattoos will be determined by the Chief of Police or his designee.

APPLICATION PROCEDURES:

Candidates must complete a City of Manchester Employment Application available at the City of Manchester website www.manchesternh.gov/jobs or in person at the Human Resources Dept., City Hall Annex. Submission of a resume is optional. Applications will not be accepted if received after the closing date.

OPENING DATE:

August 31, 2015

CLOSING DATE: Friday, September 11, 2015

OFFICE HOURS:

Office Hours: Monday through Friday, 8:00 AM to 5:00 PM

The City of Manchester is an Equal Employment Opportunity Employer

*****PLEASE POST*****

THIS DOCUMENT IS AVAILABLE IN ALTERNATE FORMATS UPON REQUEST